Basic Prisoner Escort

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Roles and Responsibilities

OBJECTIVE:

To provide guidance and direction to prisoner escorts of the roles and responsibilities of a prisoner escort in the performance of his/her duties.

REFERENCES:

SECNAVINST 1640.9C
OPNAVINST 5100.23 Series

Roles and Responsibilities of a Prisoner Escort

- Maintain professionalism
- Set the example and meet the standards of U.S. Military service.
- Use tact in dealing with the public and prisoners.
- Maintain prisoner accountability.
- Take charge and remain in charge.
- Comply with correctional philosophy.
- Accept responsibility for custody, control, supervision, and safety of prisoners.

Secretary of The Navy's Correctional Philosophy

Prisoners are sentenced to confinement **as** punishment, not **for** punishment.

Hazing, harassment, unauthorized exercises, unnecessary restrictions or deprivations, and demeaning treatment serve no useful purpose and are prohibited.

Secretary of The Navy's Correctional Philosophy (Cont.)

Prisoners forced to comply with unreasonable, unnecessary, and unmilitary routines lose respect for the authority that supervises them.

Intelligent performance of correctional duties can provide the environment in which prisoners can incorporate responsibility into their own lives.

Fair, impartial, and humane treatment of prisoners in compliance with DoD policy.

Prisoner Escorts General Rules of Conduct

- Act in conformance with the requirements of the **UCMJ.**
- Physical abuse, hazing, or unnecessary force is prohibited_
- Striking or laying hands upon prisoners is prohibited unless in self-defense, to prevent serious injury, etc. This does not apply to the necessary hands-on contact when restraints are applied.

Prisoner Escorts General Rules Of Conduct (Co

Prohibited from extending privileges, favored assignments, or information to prisoners, which are not similarly available and authorized to all prisoners.

Bartering, giving, or selling items or services to prisoners is strictly prohibited.

Escorts shall not use their official position to establish or maintain relationships with prisoners or their families/friends.

Escorts shall not release information on prisoners

Basic Guidelines For Interacting Positively With Prisoners

Do not discuss people or situations that do not have direct bearing on the task of escorting.

Do not accept favors

Avoid personal conversations or emotional involvement.

Treat the prisoner with respect.

Basic Guidelines (cont.)

Respect differences in race, religion, gender, national origins, etc.

Set limits and enforce rules with consistency while using good judgment and flexibility.

Observe and monitor the behavior.

Be alert for changes that may signal problems.

Professionalism:

Do your job to the best of your ability.

Ensure a safe environment

Comportment : Demeanor and Bearing; in the manner in which an escort presents himself/herself in carrying out his/her duties.

Escorting is a people-oriented task and comportment is the key factor.

How To Interact With Prisoners In A Professional Ma

Be firm, but fair

Be empathetic and willing to listen.

- Never become sympathetic

Establish your authority

Be consistent

Cross Gender Escorting

Cross gender supervision is defined as the following: Males/Females escorting those of the opposite sex

Every escort must learn to handle cross gender escorting

Cross Gender Escorting (cont.)

Escorts supervising prisoners of the opposite sex must follow the rules of prisoner supervision.

A one-on-one mixed gender escort is prohibited.

Escorts must maintain a professional, non-sexual composure at all times.

Basic Safety Policy/Requirements

Navy Policy:

Provide a safe and healthful workplace for all personnel
Must comply with Naval Occupational Safety and Health (NAVOSH) Standards

Prisoners have the same rights to a safe workplace as any other service member

Basic Safety Policy/Requirements

While prisoners are under escort, the escort and their respective command is responsible for the safety of the prisoner

Ensure all safety equipment is readily available

Your command safety representative should assist you in this

Safety (cont.)

Prisoner Transport:

Vehicles must meet safety standards and be equipped with seat belts and must be worn at all times when vehicle is in motion.

* Exception - bus

Safety (cont.)

Personal Protective Equipment (PPE)

- Ear plugs/muffs
- Safety glasses
- Safety goggles
- Face shield
- Gloves
- Safety shoes

Safety (cont.)

Hazardous Materials (Right-to-Know)

Assignments that require the handling of drugs, narcotics, intoxicants, uncrated explosives or weapons, money, security equipment, classified materials, keys, or personnel records are prohibited.

Work that is inherently dangerous or hazardous to the prisoner is prohibited except in emergency situations

Label requirements

Safety (cont.)

Hazardous Materials (Right-to-Know)

MSDS requirements and locations

If prisoners are to use any hazardous materials they must be informed of the hazards of the hazmat

Material Safety Data Sheets (MSDS) are the primary means of communicating these hazards

The requirement to inform of these hazards is commonly referred to as the

Safety (cont.)

Injuries:

All injuries must be reported and investigated.

The escort's command shall conduct the safety investigation.

This is a safety, not a criminal, investigation, to determine the cause of the accident in order to prevent reoccurrence.

SUMMARY

- The Roles and Responsibilities Of A Prisoner Escort
- Secretary of The Navy's Correctional Philosophy
- Prisoner Escorts General Rules Of Conduct
- Basic Guidelines For Interacting Positively With Prisoners
- Describe How To Interact With Prisoners In A Professional Manner
- "Comportment"
- Cross Gender Supervision
- Safety Policy

Questions?

ADMINISTRATION

and

REPORTS

OBJECTIVE:

Understand all pertinent DD Forms used when escorting / transporting military prisoners

Identify the purpose of accurate and timely reports

REFERENCES:

SECNAVINST 1640.9C

Reports reflect what has taken place.

“If it’s not in writing, it didn’t happen!”

Reports are official documents

Can be used as evidence

Reports should contain only the facts

When abbreviations are used, the abbreviation should be defined when using it the first time.

Example: “Prisoner (P) Doe was moved to Disciplinary Segregation (DS).” “Upon arriving to DS, (P) Doe was . . . ”

Describe the five traditional report writing questions

Who?
What?
When?
Where?
Why?
How?

Because these documents may be used as evidence, properly completed documents and proper procedure will prevent/lessen liability for the Command as well as the escort

Always identify people, places and objects properly and precisely

Attempts should be made to pinpoint time as specifically as possible, avoiding the use of the word “approximately”

NAVY PERSONNEL COMMAND

DD Form 2708

RECEIPT FOR INMATE OR DETAINED PERSON

1. RECEIVED FROM *(Unit or Agency and Station)*	2. TIME	3. DATE *(YYYYMMDD)*
4. INMATE NAME *(Last, First, Middle)*	5. SSN	6. GRADE
7. ORGANIZATION	8. STATION	
9. OFFENSE		
10. PERSONAL PROPERTY		
11. REMARKS		
12. NAME AND TITLE OF PERSON RECEIVING ABOVE INDIVIDUAL	13. SSN	14. GRADE
15. RECEIVING UNIT OR AGENCY AND STATION	16. SIGNATURE	

DD FORM 2708, NOV 1999

Reset

Used when transferring a prisoner from one facility to another

Verify by having prisoner say and spell full name, SSN and current rank as well as using I.D. Date should be the same as when he/she was signed for

Block #9 will include all UCMJ Article numbers and specifications for which confined

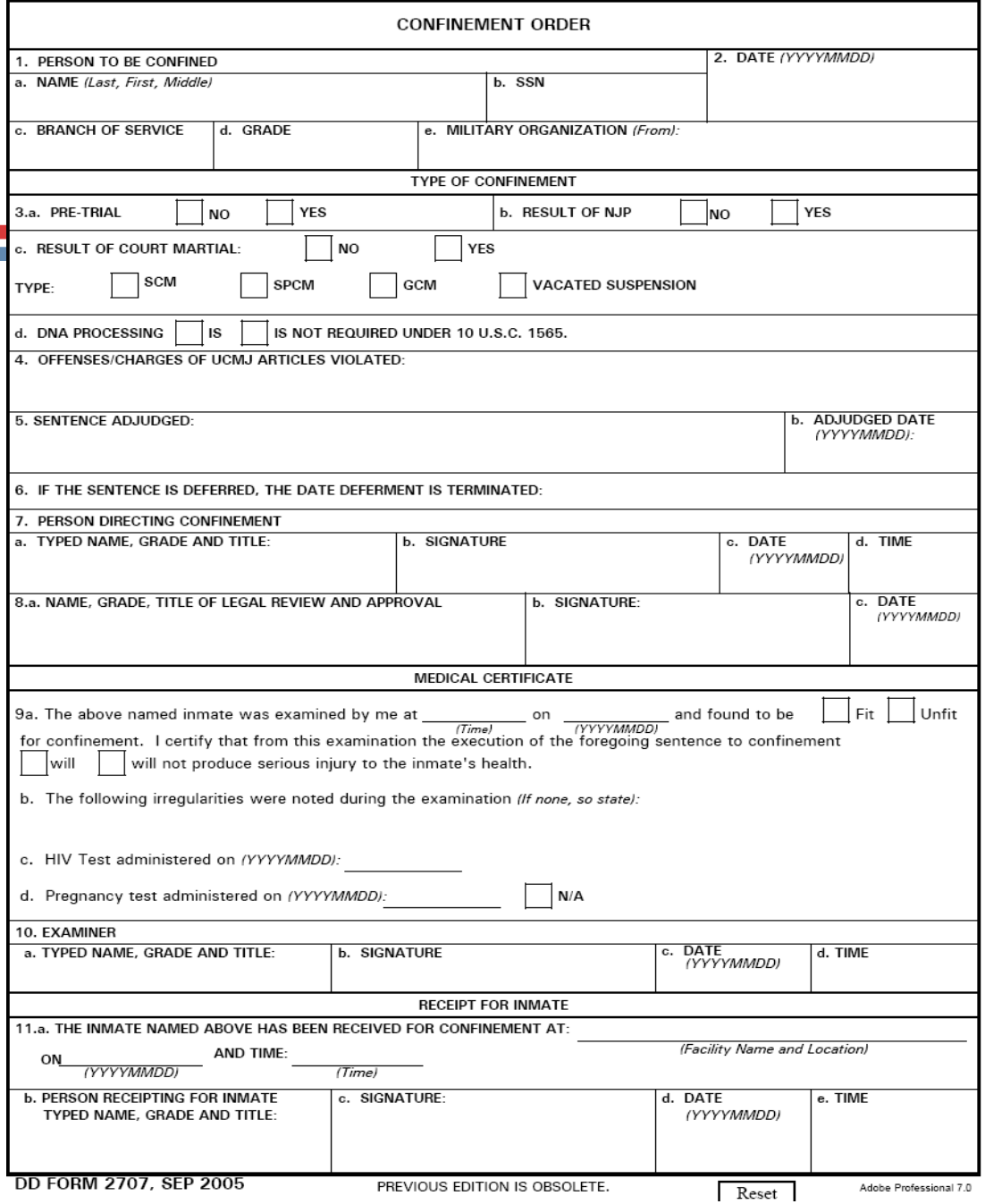
Block #10 will specify disposition of prisoner's personal property

Block #11 will include any pertinent information not asked for on the form

NAVY PERSONNEL COMMAND

DD 2707

Used to place a prisoner into initial confinement (post /pre-trial).



CONFINEMENT ORDER

1. PERSON TO BE CONFINED
a. NAME *(Last, First, Middle)* | b. SSN | 2. DATE *(YYYYMMDD)*
c. BRANCH OF SERVICE | d. GRADE | e. MILITARY ORGANIZATION *(From)*:

TYPE OF CONFINEMENT

3.a. PRE-TRIAL ☐ NO ☐ YES | b. RESULT OF NJP ☐ NO ☐ YES
c. RESULT OF COURT MARTIAL: ☐ NO ☐ YES
TYPE: ☐ SCM ☐ SPCM ☐ GCM ☐ VACATED SUSPENSION
d. DNA PROCESSING ☐ IS ☐ IS NOT REQUIRED UNDER 10 U.S.C. 1565.
4. OFFENSES/CHARGES OF UCMJ ARTICLES VIOLATED:
5. SENTENCE ADJUDGED: | b. ADJUDGED DATE *(YYYYMMDD)*:
6. IF THE SENTENCE IS DEFERRED, THE DATE DEFERMENT IS TERMINATED:
7. PERSON DIRECTING CONFINEMENT
a. TYPED NAME, GRADE AND TITLE: | b. SIGNATURE | c. DATE *(YYYYMMDD)* | d. TIME
8.a. NAME, GRADE, TITLE OF LEGAL REVIEW AND APPROVAL | b. SIGNATURE: | c. DATE *(YYYYMMDD)*

MEDICAL CERTIFICATE

9a. The above named inmate was examined by me at _____ *(Time)* on _____ *(YYYYMMDD)* and found to be ☐ Fit ☐ Unfit for confinement. I certify that from this examination the execution of the foregoing sentence to confinement ☐ will ☐ will not produce serious injury to the inmate's health.
b. The following irregularities were noted during the examination *(If none, so state)*:
c. HIV Test administered on *(YYYYMMDD)*: _____
d. Pregnancy test administered on *(YYYYMMDD)*: _____ ☐ N/A

10. EXAMINER
a. TYPED NAME, GRADE AND TITLE: | b. SIGNATURE | c. DATE *(YYYYMMDD)* | d. TIME

RECEIPT FOR INMATE

11.a. THE INMATE NAMED ABOVE HAS BEEN RECEIVED FOR CONFINEMENT AT: _____ *(Facility Name and Location)*
ON _____ *(YYYYMMDD)* AND TIME: _____ *(Time)*
b. PERSON RECEIPTING FOR INMATE TYPED NAME, GRADE AND TITLE: | c. SIGNATURE: | d. DATE *(YYYYMMDD)* | e. TIME

DD FORM 2707, SEP 2005 PREVIOUS EDITION IS OBSOLETE. Reset Adobe Professional 7.0

NAVY PERSONNEL COMMAND

Ensure form indicates post or pre-trial & type of court-martial.

Block #4 will have UCMJ Article numbers and offenses written out.

Block #5 will indicate complete sentence imposed.

CONFINEMENT ORDER

1. PERSON TO BE CONFINED
   a. NAME *(Last, First, Middle)* | b. SSN | 2. DATE *(YYYYMMDD)*
   c. BRANCH OF SERVICE | d. GRADE | e. MILITARY ORGANIZATION *(From):*

TYPE OF CONFINEMENT

3.a. PRE-TRIAL ☐ NO ☐ YES | b. RESULT OF NJP ☐ NO ☐ YES

c. RESULT OF COURT MARTIAL: ☐ NO ☐ YES

TYPE: ☐ SCM ☐ SPCM ☐ GCM ☐ VACATED SUSPENSION

d. DNA PROCESSING ☐ IS ☐ IS NOT REQUIRED UNDER 10 U.S.C. 1565.

4. OFFENSES/CHARGES OF UCMJ ARTICLES VIOLATED:

5. SENTENCE ADJUDGED: | b. ADJUDGED DATE *(YYYYMMDD):*

6. IF THE SENTENCE IS DEFERRED, THE DATE DEFERMENT IS TERMINATED:

7. PERSON DIRECTING CONFINEMENT
   a. TYPED NAME, GRADE AND TITLE: | b. SIGNATURE | c. DATE *(YYYYMMDD)* | d. TIME

8.a. NAME, GRADE, TITLE OF LEGAL REVIEW AND APPROVAL | b. SIGNATURE: | c. DATE *(YYYYMMDD)*

MEDICAL CERTIFICATE

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b. The following irregularities were noted during the examination *(If none, so state)*:

c. HIV Test administered on *(YYYYMMDD)*: _____

d. Pregnancy test administered on *(YYYYMMDD)*: _____ ☐ N/A

10. EXAMINER
    a. TYPED NAME, GRADE AND TITLE: | b. SIGNATURE | c. DATE *(YYYYMMDD)* | d. TIME

RECEIPT FOR INMATE

11.a. THE INMATE NAMED ABOVE HAS BEEN RECEIVED FOR CONFINEMENT AT: _____ *(Facility Name and Location)*

ON _____ *(YYYYMMDD)* AND TIME: _____ *(Time)*

b. PERSON RECEIPTING FOR INMATE TYPED NAME, GRADE AND TITLE: | c. SIGNATURE: | d. DATE *(YYYYMMDD)* | e. TIME

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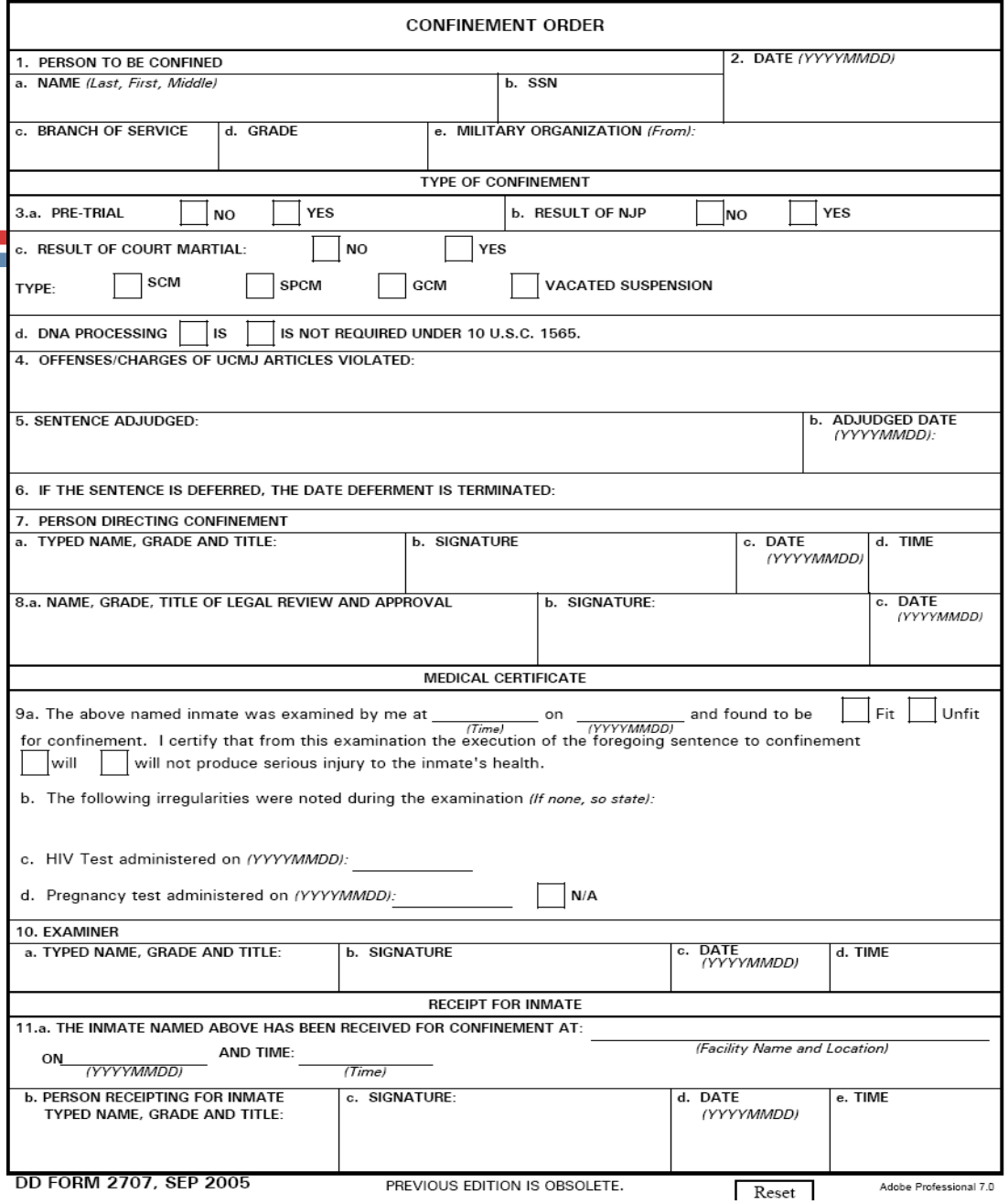
NAVY PERSONNEL COMMAND

Block #2 and “Adjudged Date” should be the same as well as Block #7 “c” and or #8 “c”

Block #7- person ordering the prisoner into confinement

Block #8- If detainee, must be completed approving true justification for confinement

Block #9 & #10- to be completed by authorized medical personnel, within 24 hrs of the prisoner being placed into initial confinement



CONFINEMENT ORDER

1. PERSON TO BE CONFINED
a. NAME (Last, First, Middle) | b. SSN | 2. DATE (YYYYMMDD)
c. BRANCH OF SERVICE | d. GRADE | e. MILITARY ORGANIZATION (From):

TYPE OF CONFINEMENT

3.a. PRE-TRIAL ☐ NO ☐ YES | b. RESULT OF NJP ☐ NO ☐ YES
c. RESULT OF COURT MARTIAL: ☐ NO ☐ YES
TYPE: ☐ SCM ☐ SPCM ☐ GCM ☐ VACATED SUSPENSION
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a. TYPED NAME, GRADE AND TITLE: | b. SIGNATURE | c. DATE (YYYYMMDD) | d. TIME
8.a. NAME, GRADE, TITLE OF LEGAL REVIEW AND APPROVAL | b. SIGNATURE: | c. DATE (YYYYMMDD)

MEDICAL CERTIFICATE

9a. The above named inmate was examined by me at _____ (Time) on _____ (YYYYMMDD) and found to be ☐ Fit ☐ Unfit for confinement. I certify that from this examination the execution of the foregoing sentence to confinement ☐ will ☐ will not produce serious injury to the inmate's health.
b. The following irregularities were noted during the examination (If none, so state):
c. HIV Test administered on (YYYYMMDD): _____
d. Pregnancy test administered on (YYYYMMDD): _____ ☐ N/A

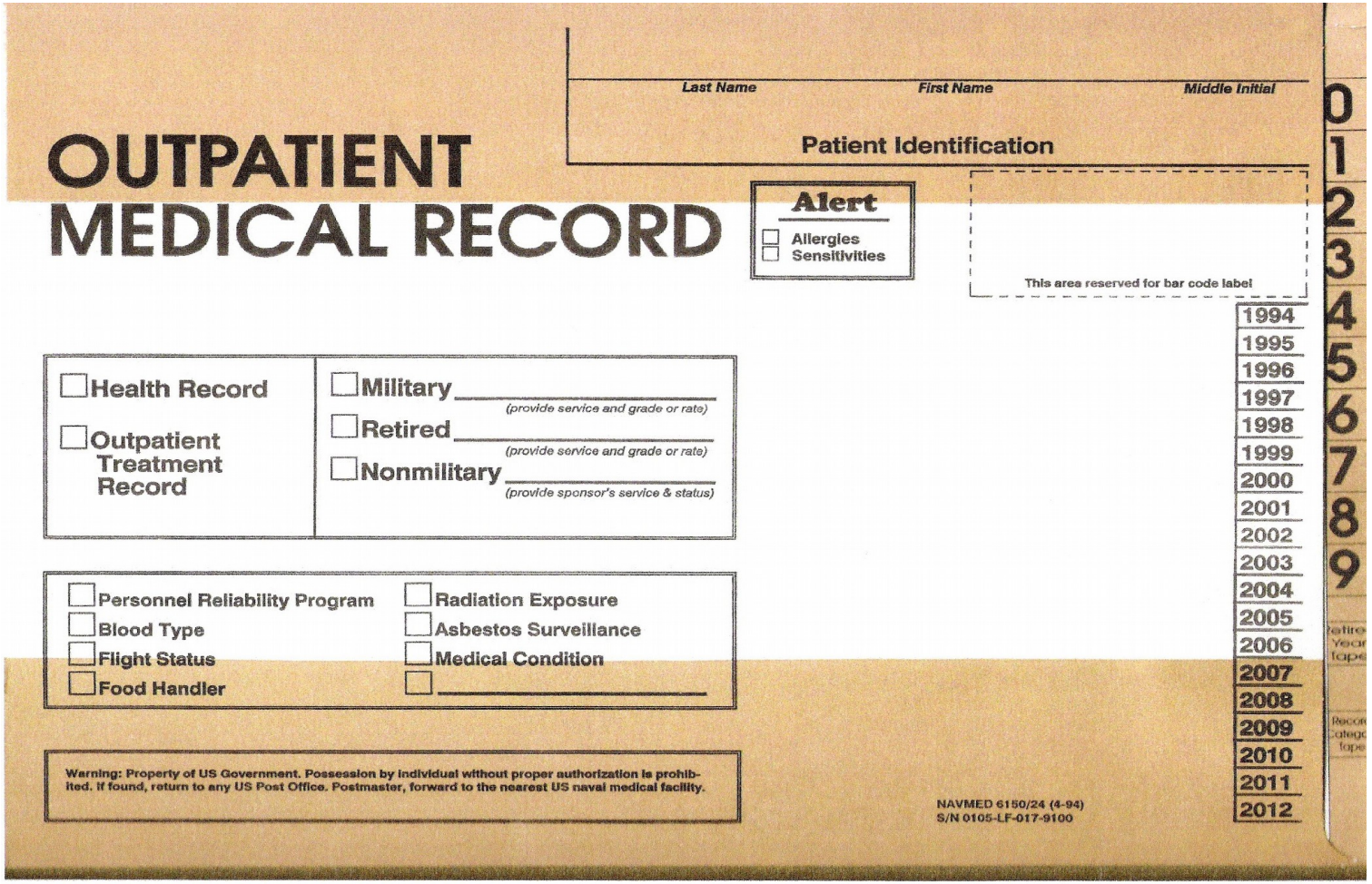
10. EXAMINER
a. TYPED NAME, GRADE AND TITLE: | b. SIGNATURE | c. DATE (YYYYMMDD) | d. TIME

RECEIPT FOR INMATE

11.a. THE INMATE NAMED ABOVE HAS BEEN RECEIVED FOR CONFINEMENT AT: _____ (Facility Name and Location)
ON _____ (YYYYMMDD) AND TIME: _____ (Time)
b. PERSON RECEIPTING FOR INMATE TYPED NAME, GRADE AND TITLE: | c. SIGNATURE: | d. DATE (YYYYMMDD) | e. TIME

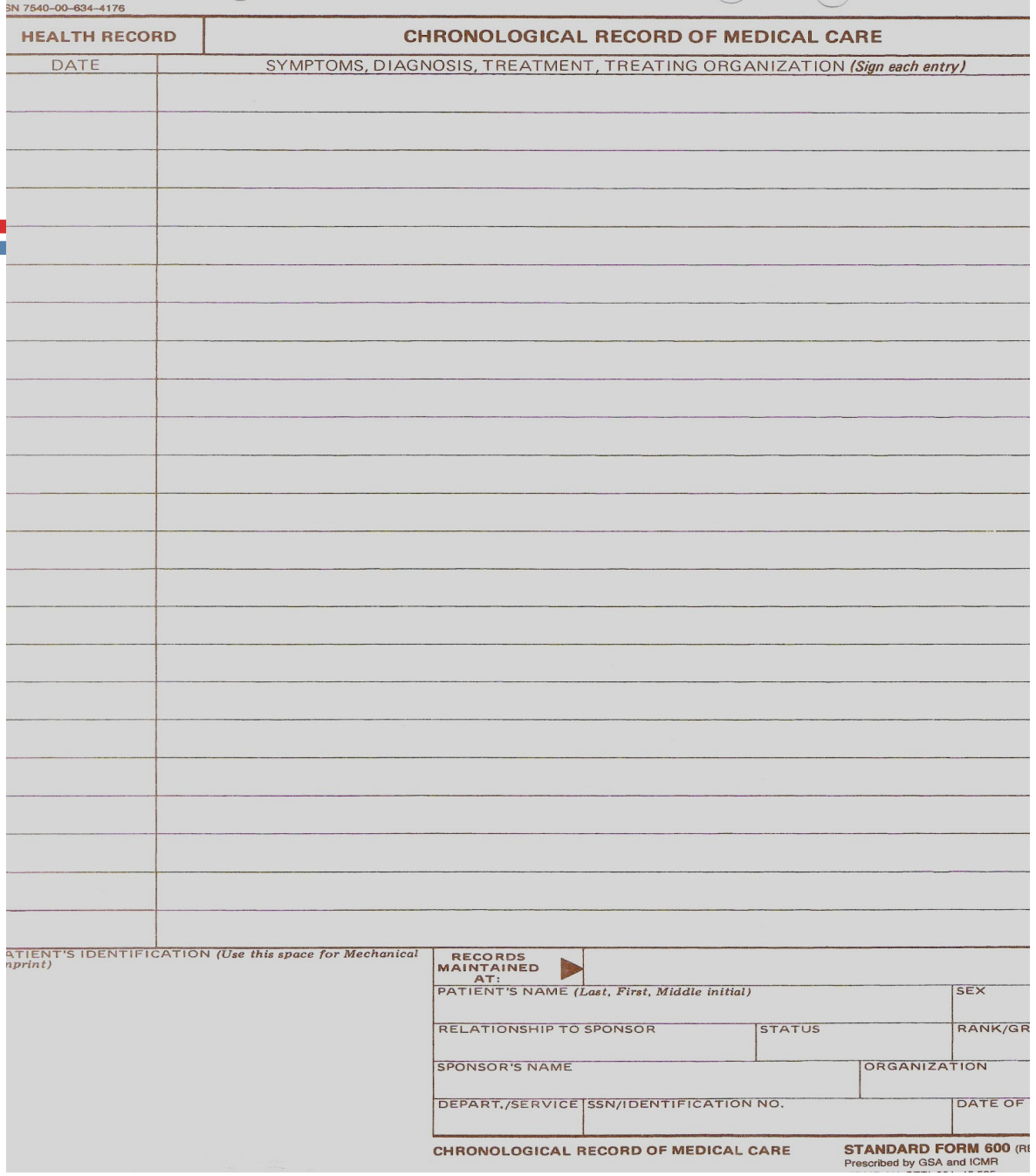
DD FORM 2707, SEP 2005 PREVIOUS EDITION IS OBSOLETE. Reset Adobe Professional 7.0

NAVMED 6150/24 (Outpatient Medical Record)



SF 600
(Chronological Record of Medical Care)

The medical record with supporting SF 600 and other medical documentations should accompany prisoner to confining facility and be forwarded to the local medical department.


SN 7540-00-634-4176

HEALTH RECORD

CHRONOLOGICAL RECORD OF MEDICAL CARE

DATE

SYMPTOMS, DIAGNOSIS, TREATMENT, TREATING ORGANIZATION *(Sign each entry)*

ATIENT'S IDENTIFICATION *(Use this space for Mechanical nprint)*

RECORDS MAINTAINED AT:

PATIENT'S NAME *(Last, First, Middle initial)*

SEX

RELATIONSHIP TO SPONSOR

STATUS

RANK/GR

SPONSOR'S NAME

ORGANIZATION

DEPART./SERVICE

SSN/IDENTIFICATION NO.

DATE OF

CHRONOLOGICAL RECORD OF MEDICAL CARE

STANDARD FORM 600 (R

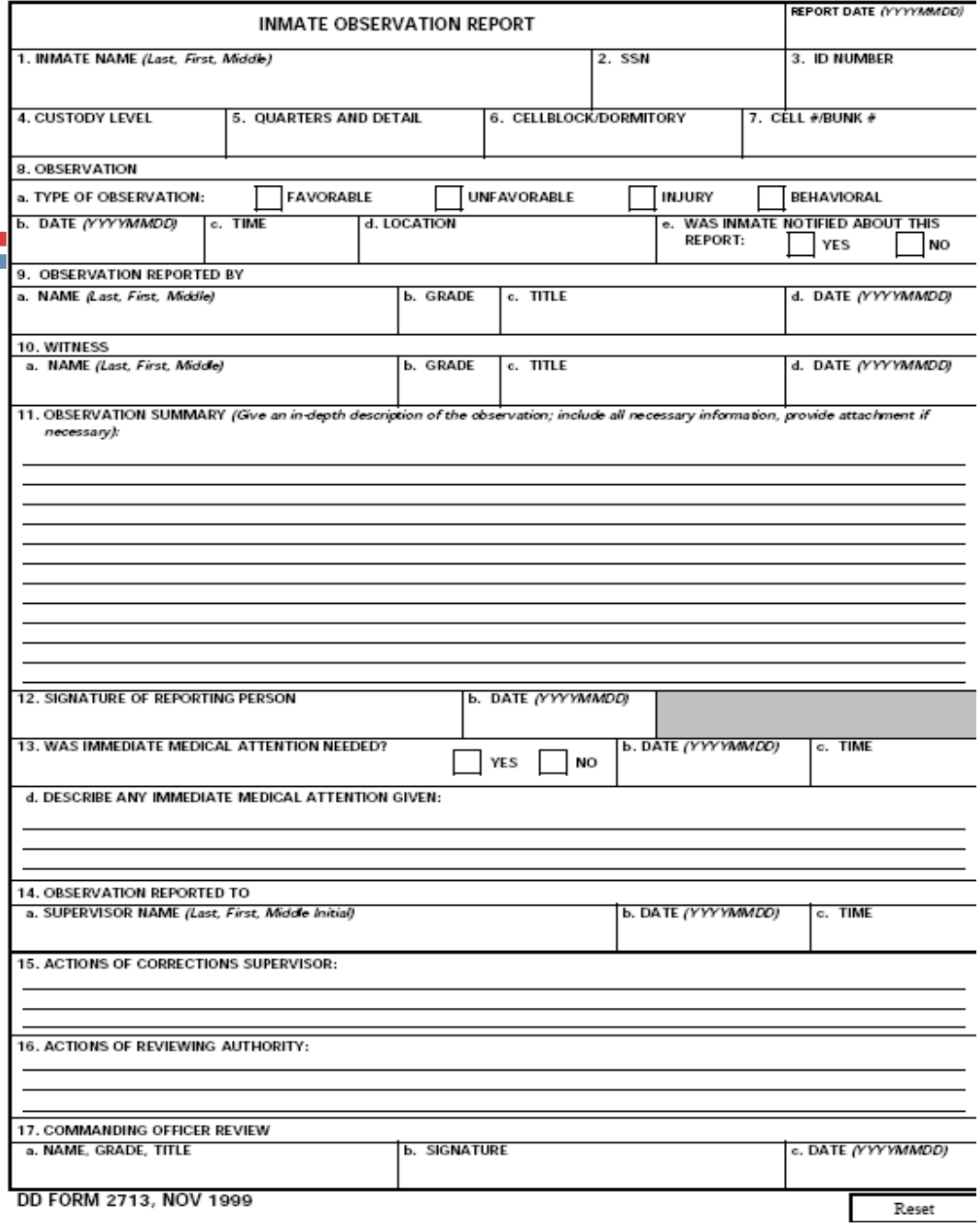
Prescribed by GSA and ICMR

NAVY PERSONNEL COMMAND

DD Form 2713
(Inmate Observation Report)

Used to record unfavorable or
behavioral observations that do not warrant a DR.

Can also be used to document
favorable observations on behalf of a prisoner or an injury.



INMATE OBSERVATION REPORT

REPORT DATE (YYYYMMDD)

1. INMATE NAME (Last, First, Middle) | 2. SSN | 3. ID NUMBER

4. CUSTODY LEVEL | 5. QUARTERS AND DETAIL | 6. CELLBLOCK/DORMITORY | 7. CELL #/BUNK #

8. OBSERVATION

a. TYPE OF OBSERVATION: ☐ FAVORABLE ☐ UNFAVORABLE ☐ INJURY ☐ BEHAVIORAL

b. DATE (YYYYMMDD) | c. TIME | d. LOCATION | e. WAS INMATE NOTIFIED ABOUT THIS REPORT: ☐ YES ☐ NO

9. OBSERVATION REPORTED BY

a. NAME (Last, First, Middle) | b. GRADE | c. TITLE | d. DATE (YYYYMMDD)

10. WITNESS

a. NAME (Last, First, Middle) | b. GRADE | c. TITLE | d. DATE (YYYYMMDD)

11. OBSERVATION SUMMARY (Give an in-depth description of the observation; include all necessary information, provide attachment if necessary):

12. SIGNATURE OF REPORTING PERSON | b. DATE (YYYYMMDD)

13. WAS IMMEDIATE MEDICAL ATTENTION NEEDED? ☐ YES ☐ NO | b. DATE (YYYYMMDD) | c. TIME

d. DESCRIBE ANY IMMEDIATE MEDICAL ATTENTION GIVEN:

14. OBSERVATION REPORTED TO

a. SUPERVISOR NAME (Last, First, Middle Initial) | b. DATE (YYYYMMDD) | c. TIME

15. ACTIONS OF CORRECTIONS SUPERVISOR:

16. ACTIONS OF REVIEWING AUTHORITY:

17. COMMANDING OFFICER REVIEW

a. NAME, GRADE, TITLE | b. SIGNATURE | c. DATE (YYYYMMDD)

DD FORM 2713, NOV 1999

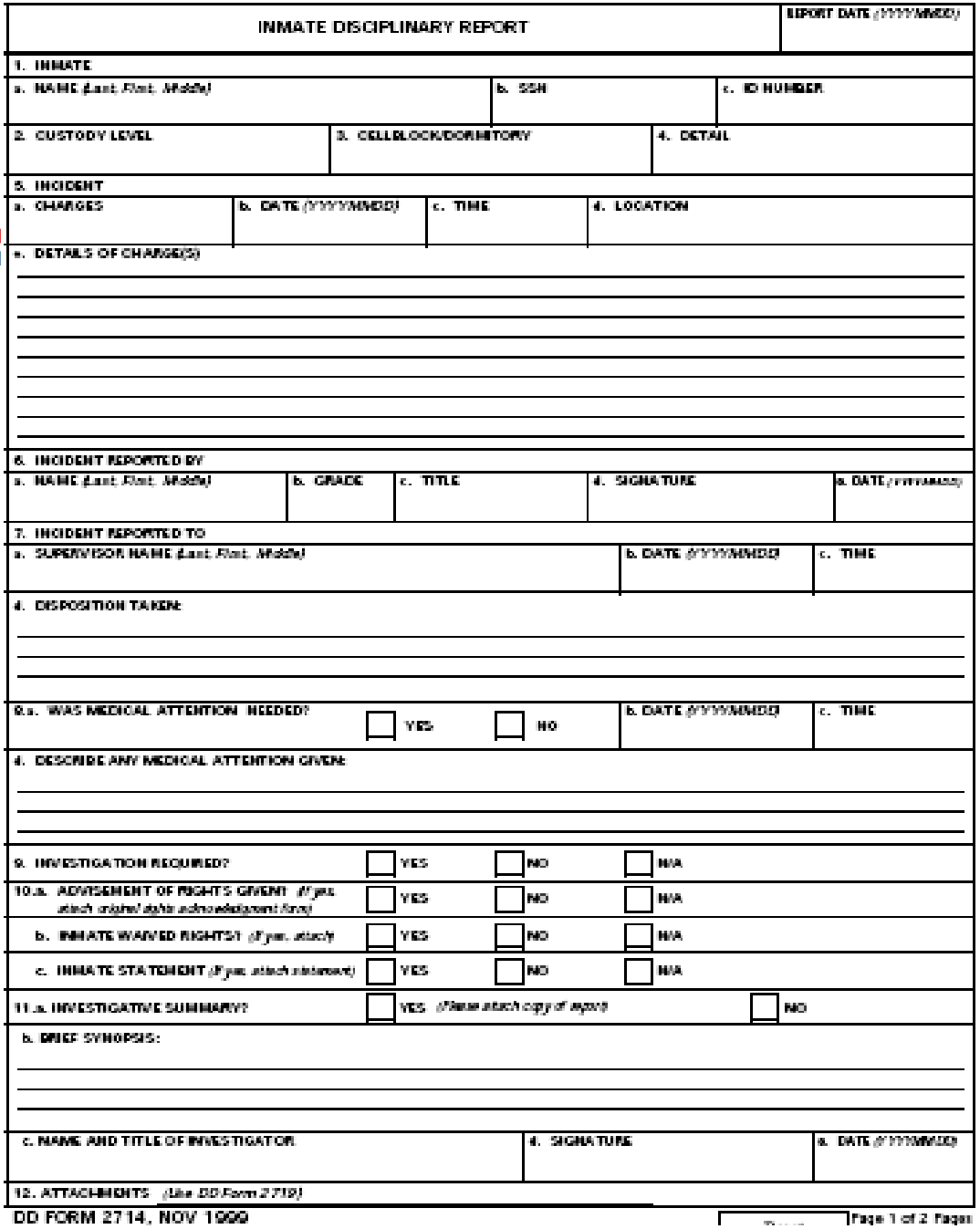
Reset

NAVY PERSONNEL COMMAND

DD Form 2714
(Inmate Disciplinary Report)

Used to document infractions of facility rules and policies by a prisoner

For both the DD Forms 2713 & 2714 ensure that the synopsis answers the “who, what, where, when, why & how” questions



INMATE DISCIPLINARY REPORT

REPORT DATE (YYYYMMDD)

1. INMATE

a. NAME (Last, First, Middle) | b. SSN | c. ID NUMBER

2. CUSTODY LEVEL | 3. CELLBLOCK/DORMITORY | 4. DETAIL

5. INCIDENT

a. CHARGES | b. DATE (YYYYMMDD) | c. TIME | d. LOCATION

e. DETAILS OF CHARGE(S)

6. INCIDENT REPORTED BY

a. NAME (Last, First, Middle) | b. GRADE | c. TITLE | d. SIGNATURE | e. DATE (YYYYMMDD)

7. INCIDENT REPORTED TO

a. SUPERVISOR NAME (Last, First, Middle) | b. DATE (YYYYMMDD) | c. TIME

d. DISPOSITION TAKEN:

8.a. WAS MEDICAL ATTENTION NEEDED? ☐ YES ☐ NO | b. DATE (YYYYMMDD) | c. TIME

d. DESCRIBE ANY MEDICAL ATTENTION GIVEN:

9. INVESTIGATION REQUIRED? ☐ YES ☐ NO ☐ N/A

10.a. ADVISEMENT OF RIGHTS GIVEN (If yes, attach signed rights acknowledgement form) ☐ YES ☐ NO ☐ N/A

b. INMATE WAIVED RIGHTS? (If yes, attach) ☐ YES ☐ NO ☐ N/A

c. INMATE STATEMENT (If yes, attach statement) ☐ YES ☐ NO ☐ N/A

11.a. INVESTIGATIVE SUMMARY? ☐ YES (Please attach copy of report) ☐ NO

b. BRIEF SYNOPSIS:

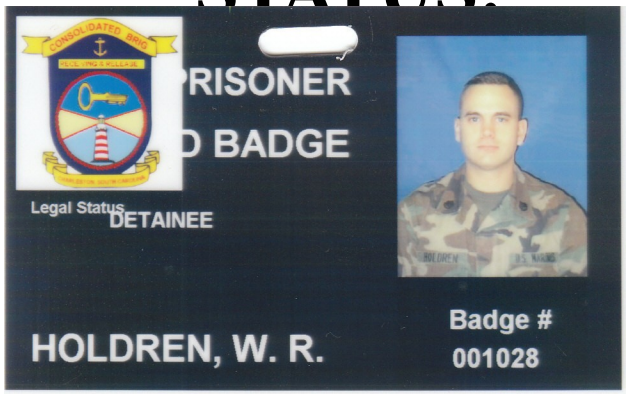
c. NAME AND TITLE OF INVESTIGATOR | d. SIGNATURE | e. DATE (YYYYMMDD)

12. ATTACHMENTS (Use DD Form 2712)

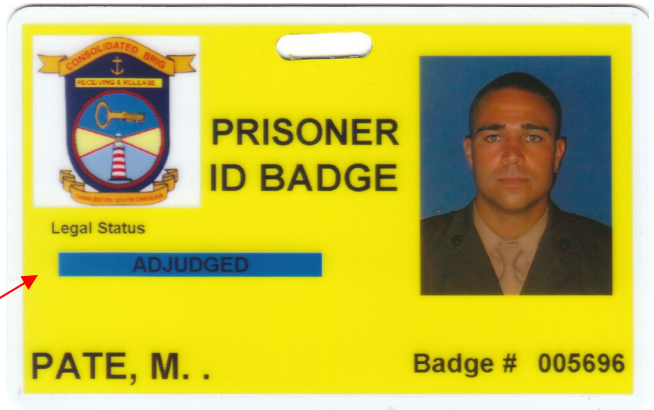
DD FORM 2714, NOV 1999 | Page 1 of 2 Pages

NAVPERS 1640/16
(Prisoner Identification Badges)

LEGAL STATUS:



Black –Pre-trial Prisoner: A prisoner awaiting filing of charges, disposition of charges, trial by court-martial, or trial by a foreign court



Blue

Adjudged - Sentence as awarded by the court, but not approved by the convening authority

Sentenced – Convening authority reviews, approves, and executes the sentence (minus punitive discharge and capital punishment)

Completed on every prisoner confined at the facility

There are several different versions of prisoner I.D. badges. Each facility uses their own unique badge.

Regardless of the version used the following info will be included:

- Last name, first name, and middle initial
- Front view picture
- Height, weight, eye color, and hair color

Social Security Number will not be on the ID

Custody Classification:

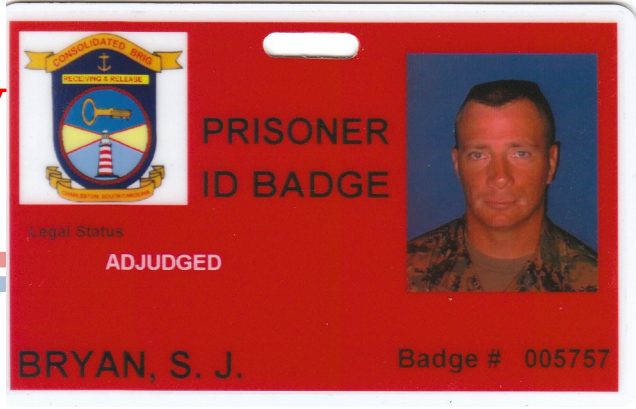
Provide guidance for supervision of prisoners and permit the establishment of security measures consistent with the requirements of the individual

Some prisoners may present serious disciplinary problems and may be deliberately uncooperative

Custody Levels:

Red	MAXIMUM
Orange	MEDIUM-IN
Yellow	MEDIUM-OUT
Green	MINIMUM
Brown	INST. CUSTODY

Maximum Custody



High probability of attempted escape

May be dangerous or violent and whose escape would cause concern of a threat to life or property

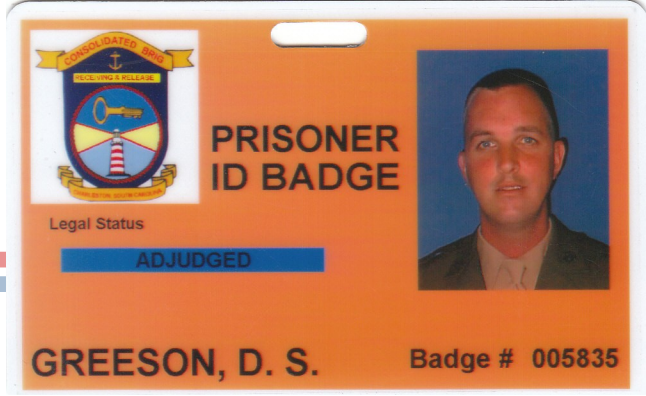
Supervision must be immediate and continuous

Not assigned details outside cells

Two or more staff shall be present when prisoner is out of his/her cell

Will wear restraints at all times when outside of cell

Medium-In Custody



Assigned to new prisoners and detainees, except those specifically deemed to be serious management problems

Present a security risk but do not warrant a max custody level

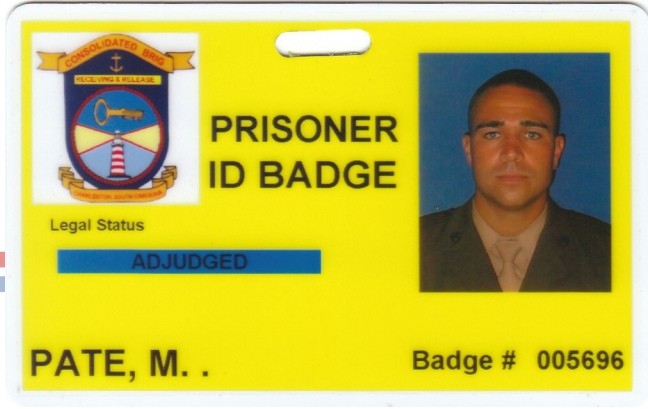
Supervision will be immediate at all times

Will not work outside the security perimeter

Will wear restraints outside the security perimeter unless the CO determines restraints are not required

Will be escorted by two personnel unless approved by the CO/OIC/CPOIC for one escort.

Medium-Out Custody



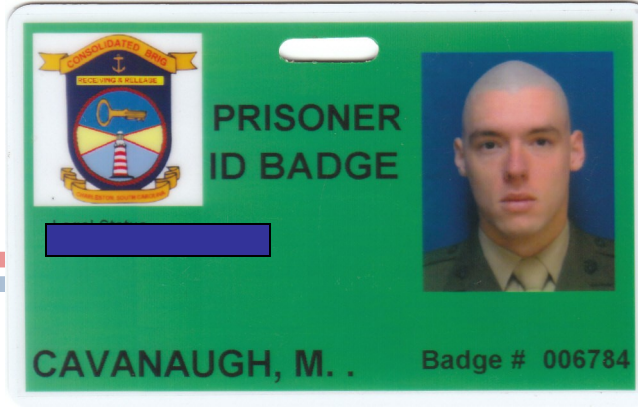
Continuous custodial supervision but whose potential for escape does not present a threat to life, limb, or destruction of property

Supervision shall be immediate and continuous at all times when outside the security perimeter

May be assigned to any regular work inside or outside the facility

One unit escort can supervise five medium-out prisoners while outside the facility. Working party escort ratios will be determined by the correctional facility CO/OIC or CPOIC.

Minimum Custody



Does not present an apparent escape risk

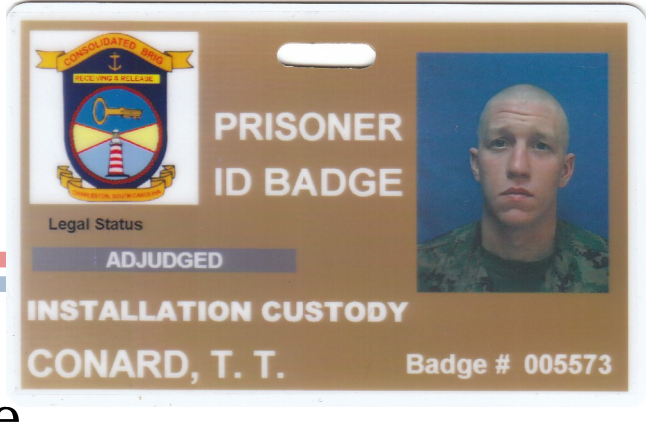
Behavior demonstrated while confined requires only limited supervision

Supervision is constant while outside the facility

Escorted and transported by brig staff or trained prisoner escorts

One escort can supervise ten minimum-custody prisoners outside the facility

Installation Custody



Certain post-trial prisoners who require only limited custodial supervision

May work and move about as much the same as individuals in normal duty status

Have completed at least one half of the confinement or the convening authority has taken action, whichever comes first

Not more than 6 months from minimum release date

Not previously removed from this custody grade for cause

Installation Custody (cont.)

May be berthed outside the brig

At a waterfront brig, they may be placed in a Correctional Custody Unit (CCU)

They must sign a DD Form 512 and carry it with them at all times outside the facility

Classification Criteria:

New prisoners are automatically assigned “Medium In” unless they are deemed a serious management risk. Then they will be “Maximum”.

Detainees will be treated as “Medium In” or “Maximum”.

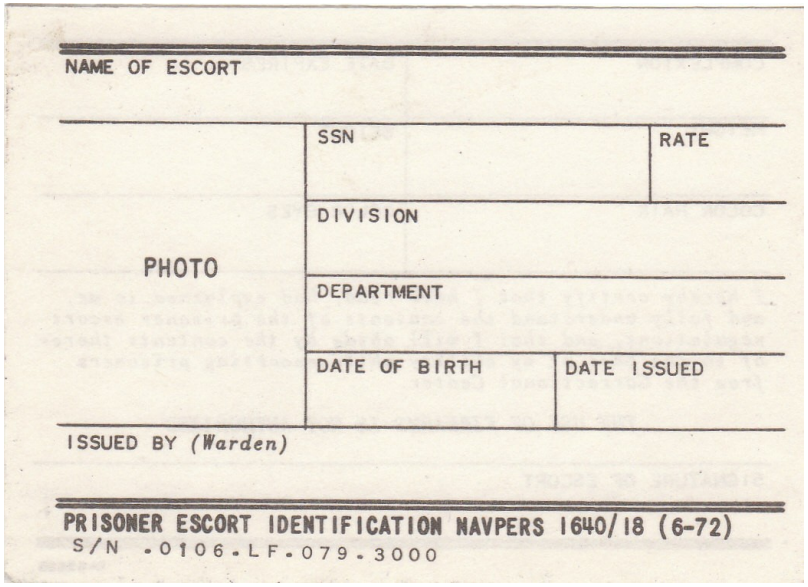
If escorting multiple prisoners of different custody classifications, treat all prisoners the same as the one with the highest security requirement.

Example: 1 Min. and 1 MDI… Treat both as MDI

Factors in Assessing Custody Classification:

- Assaultive or Disruptive behavior
- Serious drug abuse
- Serious civil/military criminal record
- Low tolerance of frustration
- Intensive dislike of the military
- History of previous escape
- Pending civil charge/detainer filed
- Poor home conditions or family relationships
- Serious neurosis or psychosis
- Demonstrated pattern of poor judgment.

NAVPERS 1640/18
(Prisoner Escort Identification Badge)



NAME OF ESCORT

PHOTO

SSN | RATE

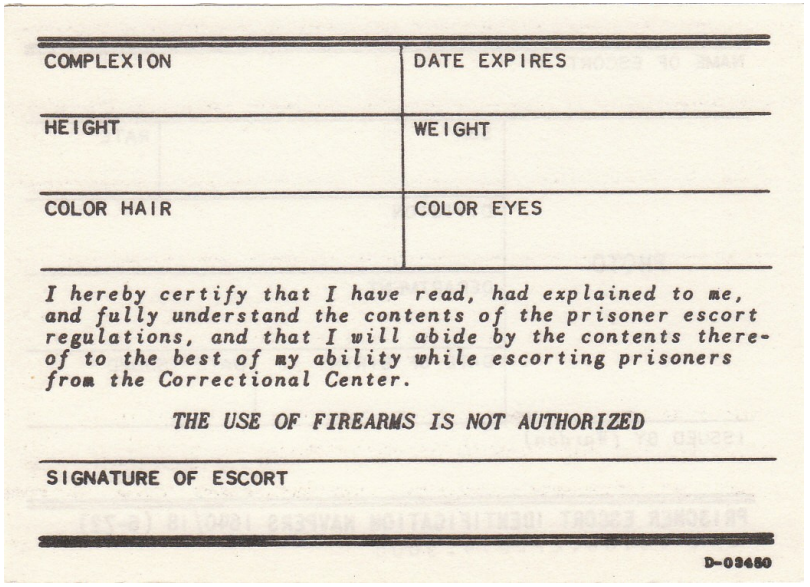
DIVISION

DEPARTMENT

DATE OF BIRTH | DATE ISSUED

ISSUED BY *(Warden)*

PRISONER ESCORT IDENTIFICATION NAVPERS 1640/18 (6-72)
S/N 0106-LF-079-3000



COMPLEXION | DATE EXPIRES

HEIGHT | WEIGHT

COLOR HAIR | COLOR EYES

I hereby certify that I have read, had explained to me, and fully understand the contents of the prisoner escort regulations, and that I will abide by the contents thereof to the best of my ability while escorting prisoners from the Correctional Center.

THE USE OF FIREARMS IS NOT AUTHORIZED

SIGNATURE OF ESCORT

D-03480

NAVPERS 1640/17

(Inventory and Receipt of Valuables, Clothing and Personal Effects)

INVENTORY – All property arriving with an inmate must be accounted for to show disposition of that property

The inventory sheet is broken down into sections describing the most common items in prisoner's possession and the disposition

INVENTORY AND RECEIPT OF VALUABLES CLOTHING AND PERSONAL EFFECTS NAVPERS 1640/17(REV.3-05)

NAME (Last, First, Middle)	Social Security Number	Rank/Rate	Date

Prisoner Rule Book #	Lock #	Seal #	Activity: NAVAL CONSOLIDATED BRIG (NCB) CHARLESTON

ARTICLES RETAINED BY MEMBER

	Jacket BDU/Dungaree (1) No Gortex		After Shave (1)		Nail Clippers (1)
	Shirt/BDU/Dungaree (5)		Soap (Bars Only) (6)		Hairdressing (2)
	Pants/BDU/Dungaree (5)		Razor (1)		Skin Cream/Lotion (1)
	Undershirts/Blk/Grn/Brn (12)		Razor Blades (3-Packs)		Shampoo (plastic container) (3)
	Undershirts/Wht (12-Navy/1 Others)		Disposable Razors (25)		Conditioner Hair (1)
	Underwear (12)		Shaving Cream (3) (non-aerosol)		Q-Tips (1 box)
	Socks/Black/Green (12)		Tooth Paste (Tube Only) (3)		Body/Foot Powder (2)
	Socks/White (12) *No Ankle socks		Tooth Brush (2)		Comb/Brush (1)
	Shoes/PT (2)		Tooth Brush Holder (2)		Writing Tablet (non-spiral) (4)
	Shoes/Shower (1)		Dental Floss (1)		Stamped Envelopes (45)
	Belt w/Buckle (1)		Mouth Rinse (non-Alcoholic)		Pen/Pencils (6)
	Washcloths (4)		Shoe Brush (1)		Marking Pens/Stencils (1)
	Towels (4)		Shoe Polish (Liquid Only)		Batteries (4 packs)
	PT Top/Bottoms (4)		Handkerchief (6)		Bible/Religious Book
	Boots (2)		Chap Stick (2)		Gloves (1)
	Sweat, Sets (2)		Deodorant (stick or roll-on) (3)		Long Johns, Sets (2)
	Cover, BDU/Ball (1)		Soap Dish (1)		Eye Glasses (1)
					Photos

ARTICLES PLACED IN SEA BAG FOR SAFEKEEPING

	Shirt, Civilian		I.D. (Dog) Tags		Service Jacket
	Pants, Civilian		Undershirts		Service Shirt
	Belt, Civilian		Rain Coat		Service Tie/Neckerchief
	Jacket, Civilian		Long Johns		Service Pants
	Shoes, Civilian		Underwear		Service Shoes
	Hat, Civilian		Photos		Service Hat/Beret
	Socks, Civilian		CDs/Walkman		Boots
	Wallet		Bag, Duffle/Sea		Belt w/Buckle
	Record of Trial/Legal Papers		Books/Magazines		Insignia/Ribbons/Devices
	Misc. Papers/Paperwork		Mail/Letters		Unused Envelopes

ACTIVITY ISSUED ITEMS

2	Sheets		Belt w/ Buckle		
2	Blankets		Shirt BDU/Dungaree		
1	Pillow Case		Pants BDU/Dungaree		
1	Padlock		Jacket BDU/Dungaree		
1	Rulebook		Boots, Size ( )		
	Cover, BDU/Ball (1)		Gloves		

MONEY AND VALUABLES TURNED OVER TO VALUABLES CUSTODIAN

	Money, Cash/Coins ($.)		Military I.D. Card		Social Security Card
	Check # ($.)		Divers License/State		Phone Card/Type # of Minutes
	Money Order # ($.)		Cross, Silver Gold in-color		Bank Card
	Credit Card/Type		Bracelet, Silver Gold in-color		Bank Card
	Credit Card/Type		Necklace, Silver Gold in-color		Misc. Card
	Credit Card/Type		Ring, Silver Gold in-color		Watch/Type Color

SIGNATURE (Prisoner)	PRINTED (Staff Member)	SIGNATURE (Staff Member)	Date

The *top* line of the form is self explanatory

The *second* line will indicate the registration number corresponding to the issued “Prisoner Rule Book”, the serial number of the combination lock, and the initial sea/duffel bag seal issued to the prisoner

Articles Retained By Member- These are the items that the prisoner is authorized to have in his/her possession *inside* the housing unit

Articles Placed in Seabag for Safekeeping- items the prisoner is authorized to have in the facility, but NOT in possession (one set of civies, dress uniform, etc.)

Activity Issue Items- items issued to the prisoner by the facility

Items Turned Over to the Escort- usually Government

Money & Valuables Turned Over to Valuables Custodian- all cash/currency regardless of country of origin, jewelry, credit cards, phone cards, or anything that may be used for barter. Also important documents such as a drivers license, SSN cards, etc.

Reverse Side: Annotate the number of each item in prisoner's possession to include those items he/she is wearing. Ensure the appropriate Branch of Service column is used

Signature: Prisoner will sign indicating the inventory was completed and that he/she agrees. The staff member conducting the inventory will sign and date

The bottom signature block will be used when the prisoner is clearing from the facility

Distribution: Original will go into the prisoners seabag file, 1 copy to the inmate, 1 copy to admin, 1 copy remains with the property

NAVY PERSONNEL COMMAND

OPNAV 5527/22 (Evidence / Property Custody Receipt)

It is used to inventory property and equipment, document the chain of custody, and reflects all personnel who have been in possession of the property from the time it was received

DEPARTMENT OF THE NAVY
EVIDENCE/PROPERTY CUSTODY DOCUMENT

1. CASE CONTROL NUMBER (CCN)

2. RECEIVING ACTIVITY

3. LOCATION

4. NAME, GRADE AND TITLE OF PERSON FROM WHOM RECEIVED
☐ OWNER
☐ OTHER

5. ADDRESS *(Include ZIP code)*

6. WORK PHONE

7. LOCATION OF PROPERTY WHEN OBTAINED

8. PURPOSE FOR WHICH OBTAINED ☐ EVIDENCE ☐ FOUND ☐ IMPOUNDED ☐ OTHER _____

9. TIME/DATE OBTAINED

10. LOG NUMBER

11. ITEM	12. QUANTITY	13. DISPOSAL ACTION	14. DESCRIPTION OF ARTICLE MODEL NUMBER, SER NO., IDENTIFYING MARKS, CONDITION, AND VALUE WHEN APPROPRIATE.

15. NAME AND SIGNATURE OF WITNESS *(If available)*

16. NAME AND SIGNATURE OF RECEIVING PERSON

17. CHAIN OF CUSTODY

ITEM	DATE & TIME	RELEASED BY	RECEIVED BY	PURPOSE
		NAME	NAME	
		ORGANIZATION	ORGANIZATION	
		SIGNATURE	SIGNATURE	
		NAME	NAME	
		ORGANIZATION	ORGANIZATION	
		SIGNATURE	SIGNATURE	
		NAME	NAME	
		ORGANIZATION	ORGANIZATION	
		SIGNATURE	SIGNATURE	

OPNAV 5527/22 (DEC 1982)

Page 1 of 2 Pages

DD Form 2718
(*Inmate's* Release Order)

INMATE'S RELEASE ORDER

1. TO: Confinement or Brig Officer	2. INSTALLATION:	3. DATE *(YYYYMMDD)*:

4. THE INMATE NAMED BELOW WILL BE RELEASED FROM CONFINEMENT _____ *(YYYYMMDD)* AND DELIVERED TO THE ORGANIZATION SHOWN.

5. INMATE NAME *(Last, First, Middle)*	6. SSN	7. GRADE

8. SERVICE BRANCH	9. ORGANIZATION

10. REASON FOR RELEASE : _____

FOR THE COMMANDER

11. AUTHENTICATING OFFICER NAME *(Last, First, MI)*	12. SIGNATURE
13. GRADE, ORGANIZATION, AND TITLE	

RECEIPT

14. RECEIPT OF THE ABOVE NAMED RELEASED PERSON IS ACKNOWLEDGED.	15. DATE *(YYYYMMDD)*	16. TIME
17. NAME, GRADE, ORGANIZATION, TITLE	18. SIGNATURE	

19. REMARKS: _____

DD FORM 2718, NOV 1999

DD FM 2718

Used when a prisoner is *permanently* released from confinement.

Verify in the same manner as the DD Fm 2708 and I.D.

Block #4 is the date of actual release

Block #11 Facility Commander or

authorized representative

Block #15 MUST be the same as block #4

Summary:

Identify the purposes of accurate and timely reports

Describe the five traditional report writing questions

Review DD Forms and NAVPERS Forms

Review Legal and Prisoner Classification Criteria

Questions?

USE OF FORCE

Objective:

To provide guidance and direction to prisoner escorts of the use of force and security equipment in the performance of their duties. Conditions under which force is used must be determined on a case-by-case basis in a realistic evaluation of the actual need.

REFERENCES:

SECNAVINST
1640.9C
OPNAVINST
1640.7A

DEFINITIONS

Force – To compel through pressure or necessity; to move against resistance.

Minimum Force – The least amount of force used to control a situation.

Deadly Force - Force which a person uses with the purpose of causing or which he/she knows would create a substantial risk of causing death or serious harm.

Policy

7 levels of force are available to personnel performing corrections duties.

Only the first 3 levels of force are authorized for basic prisoner escorts.

If necessary, it will be exercised according to the priorities of force.

Used as a last resort.

Limited to the minimum degree required.

Ensure sufficient “show of force” is available

Priorities of Force

When force is necessary, it shall be used in the following priority sequence as circumstance dictates:

A Verbal Order

Show of Force

Physical Force

Medical

After force has been used, medical authority will examine the prisoner as soon as possible.

If injuries were suffered, medical attention shall be given to both prisoner escort and prisoner immediately.

Request pictures be taken of the injured person.

Documentation

All Reports need to be submitted to the CO via the chain of command.

Use of Force document, to include:

- Account of events leading to use of force.
- Accurate and precise description.
- Description of equipment used.
- Treatment received.
- Photos of injured.
- List of participants and witnesses.

If injuries occur an accident report needs to be completed and include description of injuries

SUMMARY

Definitions
Policy
Priorities of
Force
Medical
Documentation

Questions?

Restraints

Objective

Explain the types of restraining devices and the application of devices on prisoners

References:

SECNAVINST 1640.9C
AR 190-47
AFI 31-205

Handcuffs

Leg Irons

1. Hinge

2. Ratchet Teeth

3. Ratchet

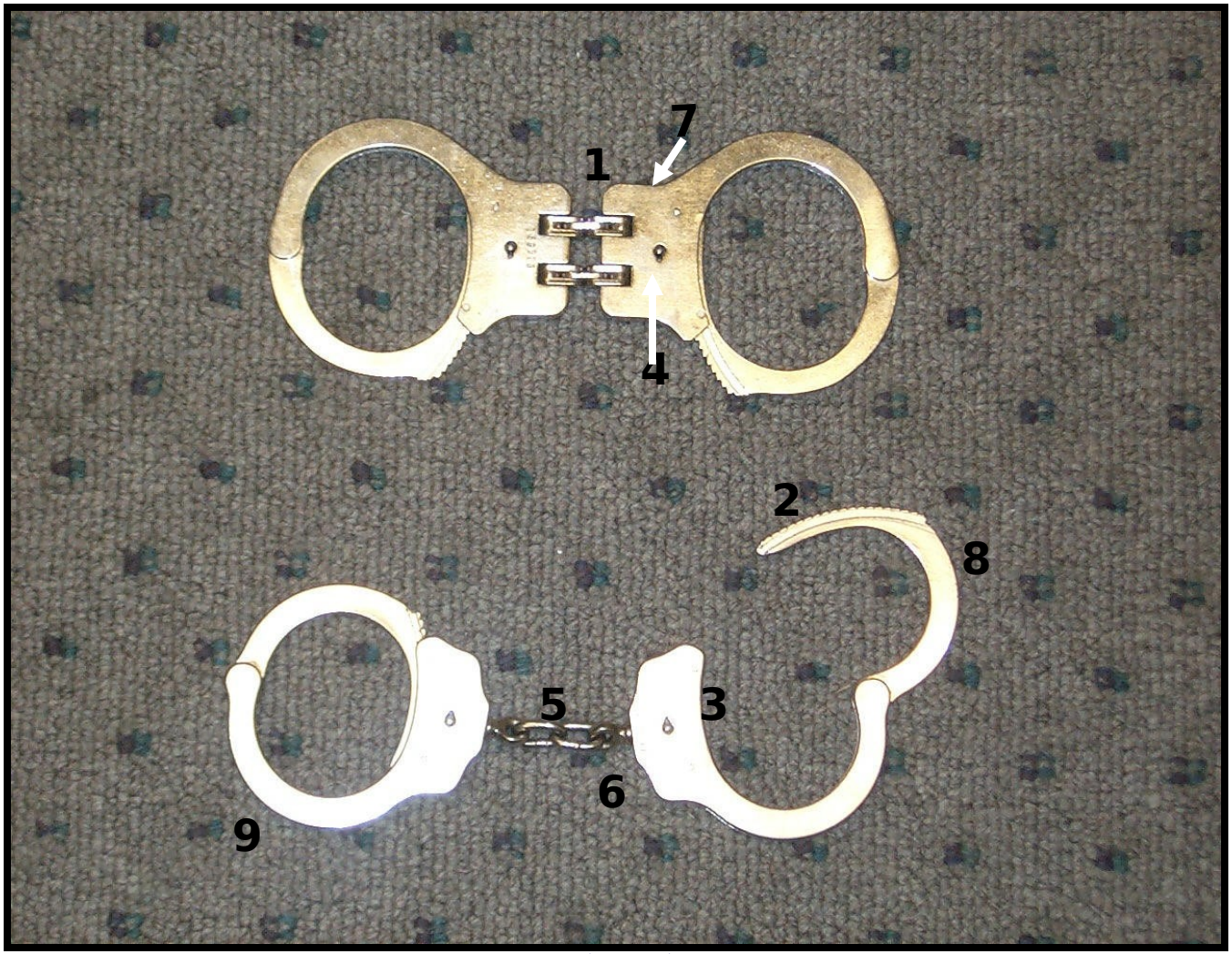
4. Key Hole

5. Chain/Hinge

6. Swivel

7. Double Lock

8. Single Strain



Perform an inspection and functional test of leg / hand irons.

- Unlock and Open Hand/Leg Irons
- Close and Double - Lock
- Squeeze to check Double - Lock
- Unlock and Open Hand/Leg Irons

Basic Requirements For Hand Irons

Hand irons are always applied in the **FRONT**

Keyhole is always towards fingers

Double locking mechanism is always facing up

Never secure the subject to a stationary object

Never handcuff prisoners together

Never handcuff prisoners to a staff member

If possible, avoid displaying a restrained prisoner in public

Maintain **100% supervision** when restraining device is applied

Apply Hand Irons (Handshake Method)

Inform the prisoner to extend arms in front, elbows locked, palms and fingers extended

With your left hand, grasp hand iron, keyhole facing away from prisoner, double lock up

With right hand, grasp prisoner’s right hand.

Then apply and tighten hand iron.

Apply Hand Irons (cont):

Maintaining the hand shake grip with your right hand, grasp the chain with your left hand

Keep holding the chain, apply and tighten the hand iron to left wrist.

Check tightness of both irons

Double lock both irons

Check double locks

Removal of Hand Irons

Reverse the procedures

Be alert—look for compliance

Have prisoner grasp the back of their trousers upon releasing hands from restraints

Applying Leg Irons (Standing Method)

Instruct the prisoner to stand, feet shoulder width apart
Stand behind the prisoner

Grasp the open leg-irons with the double locking mechanism to the rear, keyhole facing up, ensuring the double lock is not set

Crouch behind and off to the side of the prisoner

Using your free hand, grasp one of the prisoner's ankles

Applying Leg Irons (cont):

Grasp the chain between the leg iron and maintain control of prisoner

Apply and tighten the second leg iron above the prisoners second ankle

Check tightness of leg irons

Double lock leg irons

Check double lock

Once leg irons are applied **100% hands on** control of prisoner is required.

Removal of Leg Irons

Reverse the procedures

Maintain alertness

Application of Conventional Belly Chains

Perform an Inspection and Functional Test of Belly Chains and Transport Belt.

Belly Chains (Conventional and U.S. Marshal)

- Inform the prisoner

- Maintain alertness

- Maintain control of the Belly Chains

- 100% observation

Application of Conventional Belly Chains

Perform functional check

Require prisoner to stand

Feet are spread shoulder width apart, arms up and parallel with the ground, palm facing up

Hold O-ring with one hand; insert smaller O-ring through each belt loop around prisoner's waist, keeping the two cuffs to

Application of Conventional Belly Chains (cont):

Insert small O-ring through large O-ring and pull chain tight

Keep chain tight, and secure the chain by using the small O-ring on end of chain to one of the other O-rings on the chain itself, by using a padlock

Place cuffs on prisoner and secure

Check the tightness by

Removal of Conventional Belly Chains

Inform the prisoner

Maintain alertness

Maintain control of the Belly Chains

100% observation

Unlock both cuffs

Instruct prisoner to put hands on top of his head and interlock his fingers

Unlock padlock

Pull the chain through belt loops and remove chain

Move away from the prisoner

Application of U.S. Marshal Belly Chains

Application of U.S. Marshal Belly Chains

Inform the prisoner

Maintain control of the Belly Chains

100% observation

Function check of hand irons

Have prisoner stand with legs shoulder width apart, arms parallel with the ground, palms facing upward

Insert opposite end of chain through each belt loop, keeping the square retainer directly in front of prisoner’s waist.

Application of U.S. Marshal Belly Chains (con

Insert the square retainer through a chain link

Open one cuff of the hand iron, insert open cuff through square retainer of the chain

Place Hand cuffs on Prisoner

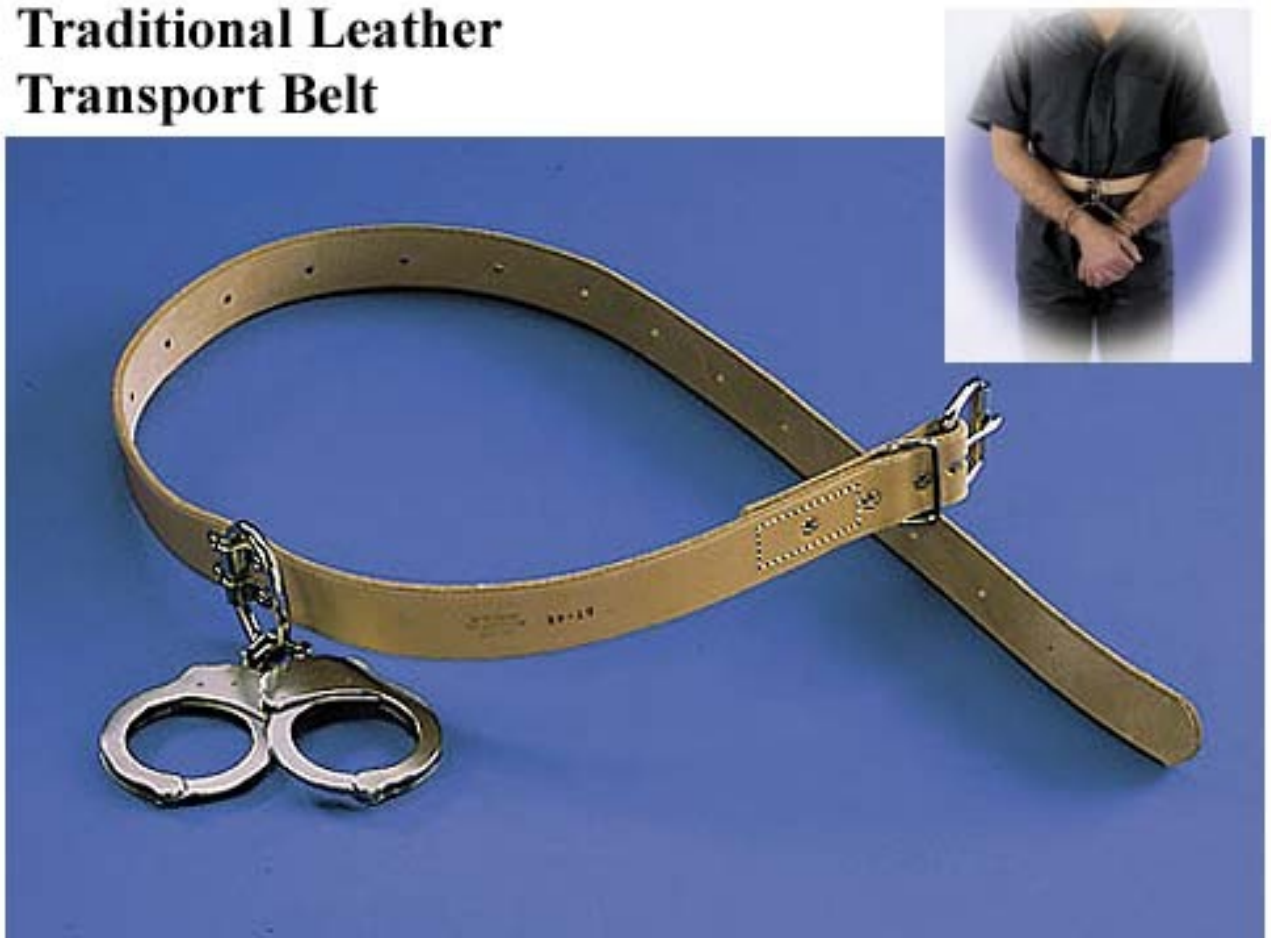
Secure chain by using padlock

Removal of U.S. Marshal Belly Chains

Reverse the procedure

Ensure that you remain alert and give clear instructions to the prisoners

Leather Transport Belt



Leather Transport Belt

FUNCTIONAL CHECK:

Check leather belt for wear/cracks

Check O-ring for wear

Perform functional check on hand irons

Application of Leather Transport Belt

Inform the prisoner

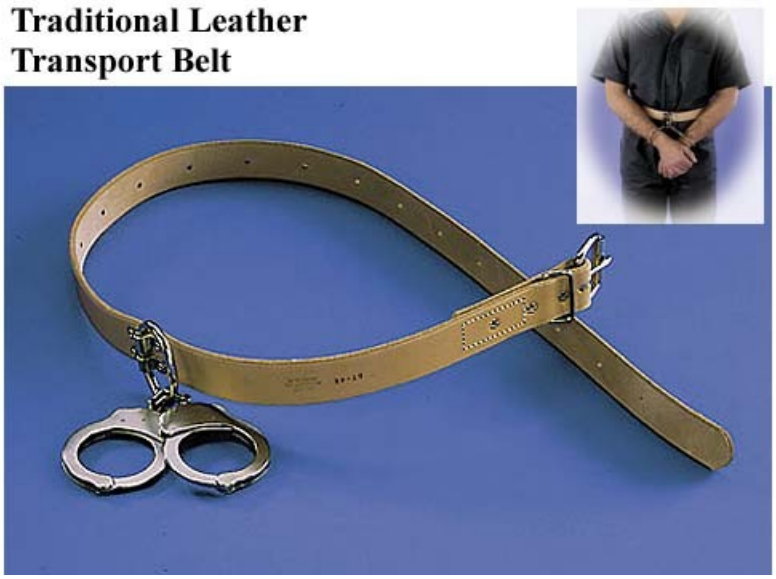
Maintain alertness

Maintain control of the Transport Belt

100% observation

Have prisoner stand with legs shoulder width apart, arms parallel with the ground, palms facing upward

Application of Leather Transport Belt (cont):



Insert the cuffs into the O-ring

Have the prisoner insert right hand into cuff followed by left hand

Check cuffs for tightness and double lock

Place the transport belt around the prisoner's waist

Secure the belt

Ensure excess belt is tucked

Removal of Leather Transport Belt

Inform the prisoner

Unlock both hand irons

Instruct the prisoner to place hands on top of his head when each cuff is removed

Unbuckle and remove the transport belt

Move away from the prisoner

Body Cuff

Leg Restraints

Main Buckle

Carry Handle

Hand Restraint Storage

Variable Release Module (VRM) Buckle

Hand Restraints

Application of Body Cuffs

Inform the prisoner

Maintain control of the Body Cuffs

100% observation required

Perform functional check

Have prisoner stand with legs shoulder width apart, arms parallel with the ground, palms facing upward

Place belt around waist, main buckle to the rear, and insert tongue into main buckle.

Application of Body Cuffs (cont.)

Adjust strap length around

Place cuffs on prisoner

Retract hand restraints to
ost range of adjustment

Attach leg restraint to
ng at rear of belt using the
uff

Unfold leg restraint, place
lower loop around one leg and
snug to prevent going over
the calf.

Application of Body Cuffs (cont.)

Immediately double lock the VRM to prevent injury

Adjust upper VRM until level of restraint is reached

Make adjustments as necessary

Removal of Body Cuffs

Reverse the procedure of application

Ensure you give clear instructions

Maintain alertness

SUMMARY

Functional check, application and removal of the following types of restr

Hand Irons

Leg Irons

Belly Chains

Transport Belt

Body Cuffs

Questions?

SEARCHES

Objective:

To inform prisoner escorts of the procedures for conducting person, area, and vehicle searches

REFERENCES:

SECNAVINST 1640.9C
NAVEDTRA 12740

Purpose:

Maintain the safety and security of prisoner escorts and prisoners.

Prevent the introduction of contraband.

Not to punish, degrade, or humiliate the prisoner.

Prisoner escorts must maintain control

Always provide clear instructions.

First escort to speak is in charge.

All person searches are conducted by the same sex

Prisoner escorts must be prepared

- Be alert in case of physical violence

- Be prepared to deal with various attitudes

Use examination gloves and have a flashlight when possible

- Use a new pair of gloves with each new search when possible

When to search:

- Search prisoner prior to transport and upon return.

- Prior to assuming or relinquishing custody of a prisoner.

- If the escort has a reason to believe a prisoner possesses contraband

Frisk Search

Inform prisoner that any movement can be considered an aggressive act

Conduct search from behind prisoner

Don’t allow prisoner to distract you

One prisoner escort can conduct the search, if possible, have a second person present for observation only

Frisk Search - Procedure

Look for compliance.

Have prisoner remove jacket.

Remove headgear and personal belongings, place belongings in headgear and place away from prisoners access.

Shirt sleeves rolled down and pants unbloused.

Belt loosened and top pants button unbuttoned.

Frisk Search - Sequence

Instruct prisoner to assume the frisk search position

Search head gear/contents.

Search outer garments.

Head cavity search.

Head and collar.

Arms.

Frisk Search - Sequence (cont.)

Crush and Squeeze method

Upper body
- Front
- Back
- Sides

Waist area

Lower body

Legs

Feet

Area Search

Area Search

Room Search (Inside)

Area Grid Search (Outside)

Area Search

Two or more persons (one will be the search team leader)

Assign task

Discuss plans

Plan implementation

Follow instructions

Locate anything that may be of evidentiary value or deemed contraband

Room Search (Inside)

Use two-person team(s)

Search the way through the door entrance and into the center

Members stand back to back and observe layout

One will search counterclockwise, the other searches clockwise

Each member will search the entire room

Search Sequence

Floor to waist

Waist to chin

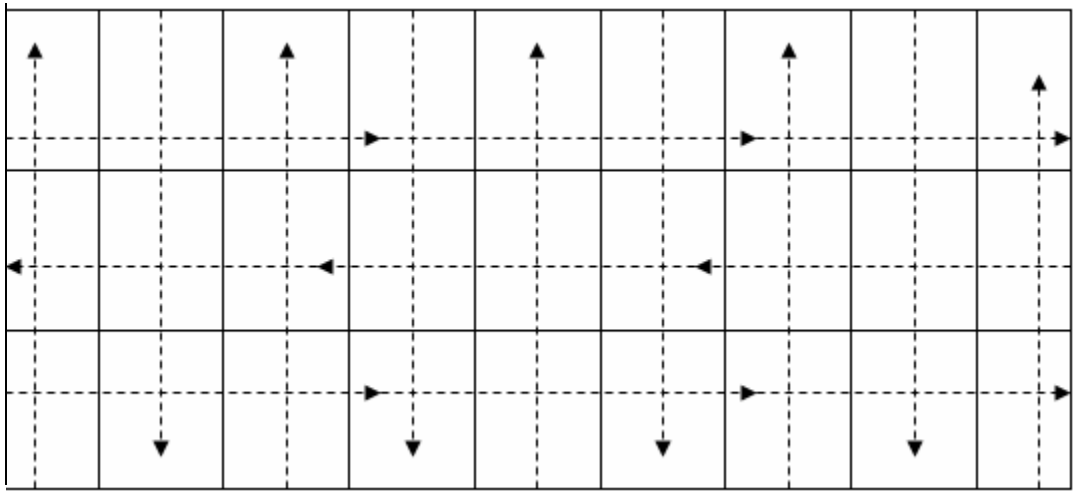
Chin to ceiling

Drop ceiling

Area Grid Search

Divide area to be searched into a grid pattern

Search starts at one end and moves back and forth across the area from one side to the other and then end to end



Vehicle Search

Vehicle Search

Prepare vehicle by opening hood and trunk and all doors

Start at driver side door

- Search Interior
- Search clockwise around exterior of vehicle
  - Ensure you check all open compartments.
- Check undercarriage of vehicle
- Search top of vehicle

If contraband is found, secure it and notify the brig

Never put your hands into areas you can't see

SUMMARY

Types of searches:

Frisk search

Area search

Vehicle search

Questions?

CONTRABAND

Objective:

To inform prisoner escorts of the procedures for controlling contraband while supervising prisoners

REFERENCES:

SECNAVINST 1640.9C

Definitions:

Contraband

- Any Item not authorized to be in the possession of prisoners: Pornography/Tobacco products/Money/ I.D. cards

- Any item authorized for a prisoner's use that has been modified for use other than that originally intended

- Excessive amounts of authorized items.

- Items that threaten the security and the safety of the brig, or the possession of which are illegal, are always contraband :Weapons/Flame

Why control contraband?

- Trafficking
  - Sharing, trading or exchanging items, not necessarily contraband
  - Usually associated with the expectation of a return of some type.

- Threat to safety
  - Weapons, flame producing devices, documents with sensitive/privacy act info, sanitation, and clutter

How do we control contraband?

- Searches
- Constant supervision
- Inventory conducted on supplies and equipment
- Professional distance
- Training

Authorized Items

- Prisoner request chit
- Eye glasses
- Wedding ring
- Handkerchief
- Religious Medallion
- Lip balm
- Any pre-authorized item
- No Shave Chit

Purpose for Contraband

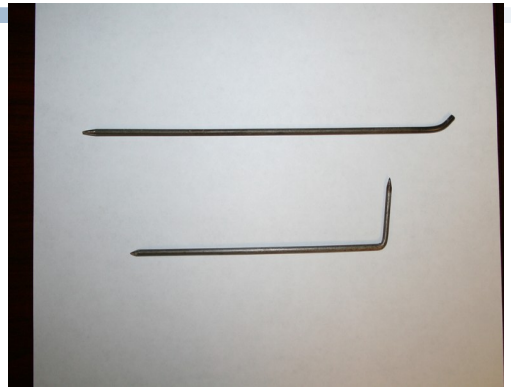
- Social advancement
- Relief from boredom
- Immoral acts
- Escape
- Supply and demand

Sources of Contraband

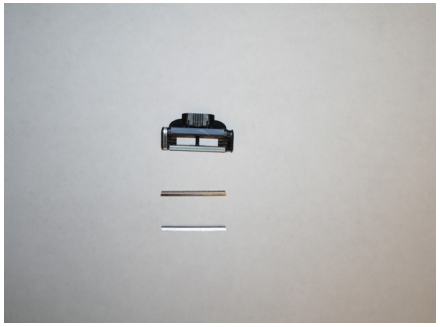
- Work details/temporary releases
- Vehicles
- Dishonest staff personnel
- Mail
- Visitation

Examples of Contraband

Pencil with needle for tattooing

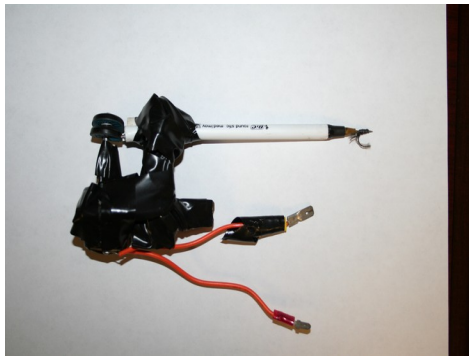


Metal rods with sharpened ends



Razor with blades removed

Tobacco



Tattoo gun

Bottom line...

We have rules in place to control what a prisoner is allowed to have in his possession and the prisoners must learn to live within those guidelines. Constantly allowing exceptions could endanger prisoner escorts, prisoners, and the public.

SUMMARY

- Definitions
- Why control contraband?
- How do we control contraband?
- Authorized items
- Types of contraband
- Purpose of contraband
- Sources of contraband

Questions?

PRISONER MOVEMENT (FOOT AND VEHICLE)

Objective:

To ensure prisoners are appropriately escorted to and from local appointments and work details outside the facility

REFERENCES:

SECNAVINST 1640.9C

Policy

- Prior to supervising prisoners, coordination will be made by your organization with the local brig for approval to obtain prisoners

- Escort certification will be verified by brig staff upon arrival to the brig

Escorting Prisoners Outside The Facility

- Sign a DD Form 2708 or local brig chase sheet
- Conduct frisk search
- Ensure the prisoner is in the proper uniform
- Take a position behind and slightly to the right or left of the prisoner in order to stay out of the prisoner's reach
- Keep the prisoner away from other people
- Do not become distracted from outside interference

- The escort is responsible for prisoner safety

Two Or More Prisoners On Foot

- Form the prisoners into a single file or columns of two

- Position yourself 6-8 feet behind and slightly to the left or right of the formation

- Position assisting prisoner escort(s) on the flank of the formation

- Position yourself to keep all prisoners in sight.

Escorting Prisoners Outside The Facility

- Move the prisoners rapidly along the most direct route
- Don’t allow horseplay
- Don’t allow anyone or anything to pass between you and the prisoners
- Move the prisoners on the left side of the road
- Observe surroundings
- Never use prisoners as road guards
- Be especially watchful at intersections

Disciplinary Problems

- Isolate the problem
- Follow the levels of force
- Remain in charge / gain control
- Notify Brig Control Center or Local Police if necessary
- Follow instructions

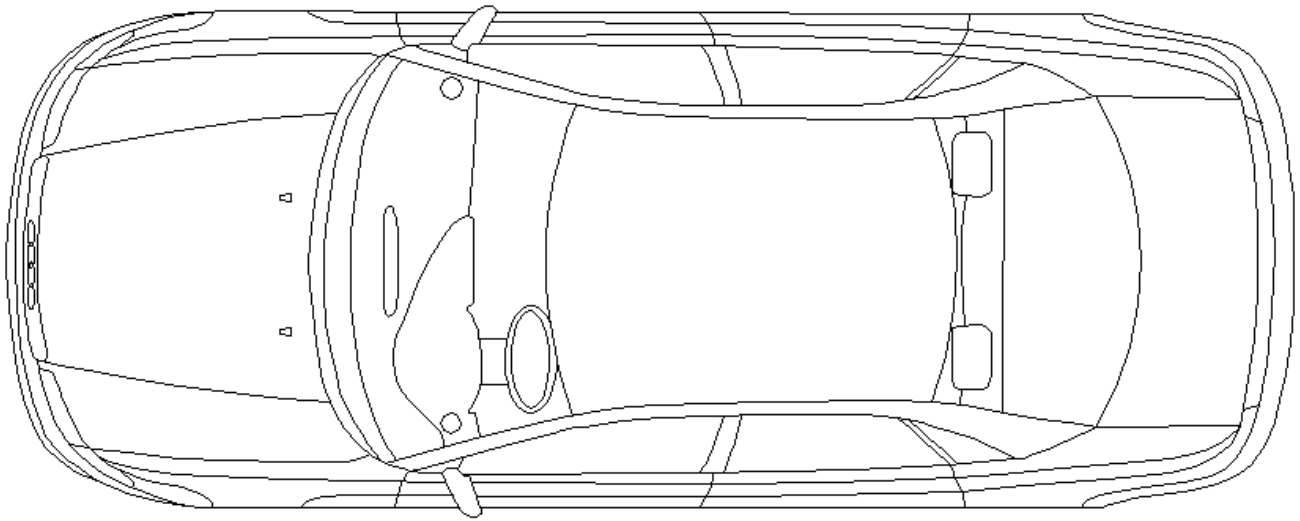
Escorting Prisoners By Motor Vehicle

- Escort **cannot** be the driver
- Brief the driver of the route to be taken
- At anytime the vehicle is unmanned, it will be locked/secured and keys in the driver's possession
- Tell driver not to talk with the prisoners
- Setup a duress code between the escort and driver
- Explain actions for emergency situations
- Use child locks if available
- Use seat belts
- If ventilation is needed. Windows can be open no more than **four** inches

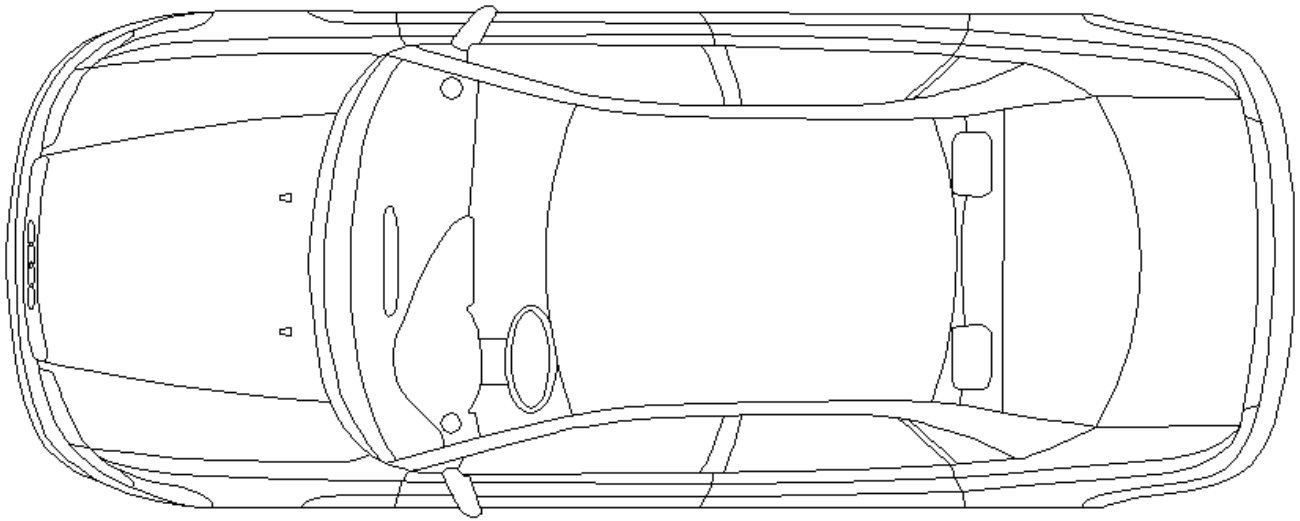
Loading and Unloading Procedures

- Prisoners in first
- Escorts in second
- Driver in last
- Unloading procedure is the reverse

Seating/One Prisoner



Seating/3 Prisoners



Trucks With Jump Seats or Sedan Seating

- Direct the prisoner to sit in the right rear seat of the vehicle
- Escort sits next to the prisoner in the back seat behind the driver
- If you are escorting two prisoners, sit in the far left seat behind the driver with the prisoners seated to the right
- If you are escorting three, sit prisoners on rear seat and the escort sits in the right front sear. Escort's body will be turned to view the prisoners

Van Seating Procedures

- If you are escorting a prisoner in a van that has one rear and one side door, position yourself between the two doors

- If you are escorting prisoners in a van that has two side doors and one rear door, attempt to position yourself between the prisoners and all doors

- If the vehicle has child safety locks, tell the driver to use them and ensure all prisoners are in seat belts while in the vehicle

SUMMARY

- Policy
- Escorting Prisoners Outside The Facility
- Two Or More Prisoners On Foot
- Disciplinary Problems
- Escorting Prisoners By Motor Vehicle
- Loading and Unloading Procedures

Questions?

SECURITY PROCEDURES

Objective:

To inform prisoner escorts of the security procedures for various normal and emergency situations while escorting prisoners to initial confinement, appointments, or work detail

REFERENCES:

- SECNAVINST 1640.9
- OPNAVINST 1640.7
- AR 190.47
- AFI 31-205

Policy

- All prisoners being escorted are risks, no matter what their age, sex, or physical/mental condition

- Avoid one on one situations

- Do not judge a prisoner's capabilities by their size.

- There will be at least one escort the same gender of the prisoner being escorted.

Policy

- Do not take anything for granted
- At no time will a prisoner supervise another prisoner
- Always have some form of communication
- Prior to leaving the facility ensure you collect prisoner ID badges.
- Ensure that the type of restraint being used is appropriate.
- While on work detail, adequate breaks should be given.

Policy

- Work inherently dangerous is prohibited
- Maintain communications with the facility
- Check the route and destination for potential security problems if possible
- In the event of any breach of security, immediately contact the nearest law enforcement (911) for assistance

Escape

- If a prisoner attempts to escape, regardless of the prisoner to escort ratio, order the prisoner(s) to halt. Repeat the order if necessary.

- Notify nearest law enforcement agency (911) of your situation, location, and need for assistance.

- The security of remaining prisoner(s) with the escort(s) will never be compromised in an attempt to pursue a fleeing prisoner.

- Use all available resources (other escorts/bystanders) to assist.

Escape (cont.)

When practical, make arrangements to have the escapee transported back to the facility and checked out by medical for injuries, and complete all required paperwork.

Escape Situation

- Command the escapee to “halt” and repeat if necessary
- Pursue and report
- Wait for assistance before attempting physical contact

Escape Situation

One Escort And Two Or More Prisoners.

- Command the escapee to “halt”
- Do not pursue and lose custody of the other prisoners
- Place the remaining prisoners in a sitting/prone position on the ground, looking for compliance from the remaining prisoners

One Escort And Two Or More Prisoners (cont.)

- Make notifications and note the direction of travel of the fleeing prisoner
- Enlist all available resources (i.e., bystanders) to pursue/restrain escaping prisoner
- Contact the brig, provide information, and follow instructions

Escape Situation

Two Or More Escorts And One Prisoner

- Command the escapee to “halt”, repeating if necessary.
- Determine if physical force is practical to prevent the prisoner from escaping
- If not, both escorts will pursue the escapee, however, in the process, an escort will make notifications and then continue pursuit.

Escape Situation

Two Or More Escorts And Two Or More Prisoners

- Command the escapee to “halt”, repeating if necessary.
- One escort will remain with the prisoners. Place detail in a sitting/prone position.
- Make notifications
- The remaining escort(s) will pursue/restrain the escapee
- Contact Brig and follow instructions.

Aggressive Prisoner(s)

When deciding a course of action, responsibility shall be considered in this order:

- General public safety
- Prevention of loss of life or injury to other personnel and self
- Prisoner welfare
- Protection of property

ALWAYS USE MINIMAL AMOUNT OF FORCE

Confrontation Between Prisoners

- Never allow non-involved prisoners to interfere

- Under no circumstances should supervision of other prisoners be relaxed

- Order prisoners involved to “stop and get on the ground”

- Look for compliance

- Do not interfere unless sufficient show of force is available

Confrontation Between Prisoners

- Request assistance
- Contact the confining facility for instructions
- Upon return to the confinement facility, the escort will complete all required reports

Confrontation Between Prisoners

- When multiple escorts are present, one escort will maintain control over the non-involved prisoners
- Remaining escorts will evaluate and determine if they have the means to safely separate and restrain the prisoners involved
- Maintain control and return all prisoners to the confining facility

Confrontation Between One Escort and On Prisoner

- If the prisoner attempts to get physical, maintain a safe distance and get assistance
- Do not lose sight of the prisoner
- Use any means to make contact with the confining facility, base police, or local law enforcement
- Once show of force becomes available, restrain prisoner and return prisoner to a secure area

Confrontation Between Two Escorts and One Prisoner

- If the proper show of force is available, restrain the prisoner
- Maintain control over the situation and contact the confining facility for assistance/instructions

Illness or Injury

Immediate attention to injuries should follow basic first aid training and treatment can be obtained from the following:

- Nearest military treatment facility
- VA hospital
- Civilian hospital

All cases, the escort shall immediately contact the local brig for instructions

For other prisoners in custody, arrangements should be made for their accountability and security

Meals

- Eat all meals at a military dining facility. If a military dining facility is not available, arrange to have a box lunch prepared by the brig or military dining facility.

- Fast food/civilian restaurants will not be used except in extreme situations when all other options are not available. Contact the brig for additional guidance prior to purchasing a meal for a prisoner.

Telephone/Internet

Prisoners cannot use the telephones and/or computers unless specifically authorized by the confining facility.

Supervision must be maintained to ensure the prisoner's usage is consistent with the confining facility authorization

Prisoners will receive incoming calls only if authorized access to the telephone for their assigned duty.

Computers will be restricted to prevent internet access

Uniforms

The prisoner will wear the proper uniform as prescribed by their service policy and application.

Escorts should become familiar with the uniform requirements of all branches of service.

Public Contact

Under no circumstances will anyone be allowed to interfere with escort duties

Prisoners, in the performance of their duties, may talk to civilians

If the media attempts to speak or photograph you or the prisoners, the escort should inform the media to contact the Public Affairs Officer (PAO) at the confining facility for any questions

Public Contact (cont.)

Only local confining facility staff members or your immediate chain of command may make official contact with you as the escort in reference to the prisoners

As a escort, you will not relinquish control of prisoners to anybody while out on a detail. Once you sign the prisoner(s) out, you have responsibility for them and you will be the one to return them to the confinement facility

Courtroom Procedures/Legal Visits

Security Concerns: Time permitting:

- Inspect the court building and surrounding area
  - Observe all Exits to include:
    - Windows
    - Doors
- Become familiar with the layout of the entire building, both inside and outside
- Determine where the escort vehicle will park for direct exit/entrance to the courtroom
- Escort(s) will be posted in the most advantageous location

Courtroom Procedures/Legal Visits (cont.)

Since the communication between the prisoner and the attorney is often privileged, the escorts may be directed to leave the room

- The prisoner will not be signed over to the attorney on a DD Form 2708 unless they prove they are escort qualified.

The escort will brief the attorney on the attitude and behavior of the prisoner, and that the prisoner will be frisk searched after he leaves the room.

- Normally this search is conducted in private

Attorneys do not direct the application or removal of restraints

Courtroom Procedures/Legal Visits (cont.)

Courtroom Procedures

- **Restraints will be applied or removed based on the judge's discretion in the courtroom only.**

- While court is in session, all prisoner escorts will be unarmed.

- Escorts will sit as near to the prisoner as possible to observe the reactions of the prisoner

Prohibited Practices

Personal gain work

- Washing car
- Polishing shoes

Work that will cause serious injury

- Asbestos removal
- Hazardous material removal
- Animal handling

Vehicle Operation

- Operate a vehicle that requires a state license.

SUMMARY

- Policy
- Escape
- Aggressive

Prisoner(s)

- Emergencies
- Meals
- Telephone/Internet
- Uniform
- Public Contact
- Courtroom

Procedures

- Prohibited Practices

Questions?